

APPENDIX 4	LIGHT REFRESHMENTS/MEALS MATRIX			
<b>Use of Gift Funds for Light Refreshments/Meals</b>	<b>TYPE OF PARTICIPANT</b>			
LR - Light Refreshments M - Meals				
	<b>Federal Employee</b>	<b>Non-Federal Person</b>		
<b>Type of Event</b>				
<b>A. NIH Sponsored Event (Training) 1/</b>				
(1) On campus, NIH facility, or other Government facility (Local 6/) LR/M	YES	YES 2/		
(2) Non-government facility (Local /6) LR/M	YES	YES 2/		
(3) Outside the Local area LR/M	YES	YES 2/		
<b>B. NIH Sponsored Event (Conference Training) 3/</b>				
(1) On campus, NIH facility, or other Government facility (Local ) LR/M	YES	YES 2/		
(2) Non-government facility (Local ) LR/M	YES	YES 2/		
(3) Outside the Local area LR/M	YES	YES 2/		
<b>C. NIH Sponsored Event (Conference/Meeting - Non-Training Related) 4/</b>				
(1) On campus, NIH facility, or other Government facility (Local ) LR Only	YES 4/	YES 2A		
(2) Non-government facility (Local ) LR Only	YES 4/	YES 2A/		
(3) Outside the Local area LR Only	YES 4/	YES 2A/		
<b>D. NIH Employee Recognition and Awards Ceremonies</b>				
(1) On campus, NIH facility, or other Government facility (Local ) LR Only	YES	YES		
(2) Non-government facility (Local ) LR Only	YES	YES		
(3) Outside the Local area LR Only	YES	YES		
NOTE: Under 65 Comp. Gen. 738 (1986))				
<b>E. NIH EEO/Cultural Awareness Programs</b>				
(1) On campus, NIH facility, or other Government facility (Local )	YES 7/	YES 8/		
(2) Non-government facility (Local )	YES 7/	YES 8/		
(3) Outside the Local area	YES 7/	YES 8/		
NOTE: Under 60 Comp. Gen. 303 (1981)				
<b>F. NIH Recruitment of Post-Docs, SES Staff, and Scientists 5/</b>				
(1) On campus, NIH facility, or other Government facility (Local ) LR/M	YES	YES		
(2) Non-government facility (Local ) LR/M	YES	YES		
(3) Outside the Local area LR/M	YES	YES		
<b>G. NIH Receptions Honoring Foreign Dignitaries, Prominent U.S. Citizens</b>				
(1) On campus, NIH facility, or other Government facility (Local ) LR/M	YES	YES		
(2) Non-government facility (Local ) LR/M	YES	YES		
(3) Outside the Local area LR/M	YES	YES		

<b>H. NIH Receptions for Foreign Delegations Traveling under Bilateral Agreements</b>				
(1) On campus, NIH facility, or other Government facility (Local ) LR/M	YES	YES		
(2) Non-government facility (Local) LR/M	YES	YES		
(3) Outside the Local area LR/M	YES	YES		
<b>I. NIH Special Events 9/</b>				
(1) On campus, NIH facility, or other Government facility (Local) LR Only	YES	YES		
(2) Non-government facility (Local) LR Only	YES	YES		
(3) Outside the Local area LR Only	YES	YES		
<b>KEY:</b>				
<b>1/ "Training", 5 U.S.C. 4101 (Government Employees Training Act)</b> - The process of providing for and making available to an employee, and placing or enrolling the employee in , a planned, prepared, and coordinated program, course, curriculum, subject , system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals. The following conditions must be met in order to provide meals to Federal employees at a "Training" event:				
a) The providing of meals is necessary to achieve the objectives of the Training program; and				
b) The meals are incident to the Training in that a portion of the training is conducted during the meal sessions.				
<b>2/</b> An individual legitimately performing a direct service, e.g., making a presentation, conducting the training, advising in an area of expertise (5 U.S.C. 5703 and 5 U.S.C. 4109)				
<b>2A/</b> An individual performing a direct service, e.g., making a presentation, advising in an area of expertise, participating, collaborating, etc. (31 U.S.C. 1345 NOTE (Section 505))				
<b>3/ "Conference Training"</b> - A conference can be considered as "Training" under 5 CFR 410.404 only when the following conditions are met:				
a) The announced purpose of the conference is educational or instructional;				
b) More than half of the time is scheduled for a planned, organized exchange of information between presenters and audience, which meets the definition of training as contained in 5 U.S.C. 4101 (see above);				
c) The content of the conference is germane to improving individual and/or organizational performance; and				
d) Development benefits will be derived through the employee's attendance.				
Similar to Footnote No. 1 above, the following conditions must be met in order to provide meals to Federal employees at a "Training" event:				
a) The providing of meals is necessary to achieve the objectives of the Conference Training program; and				
b) The meals are incident to the Conference Training event in that a portion of the training is conducted during the meal sessions.				
<b>4/ "Conference/Meeting - Non-Training Related"</b> - This is a non-internal day-to-day business event that does not meet the definition of "Training" or "Conference Training". The event can be an administrative or scientific-based conference, workshop, seminar, symposium, etc. and the following conditions must be met:				
a) The event has a duration of a minimum of 4 hours;				
b) The LR are incidental to the event;				
c) The partaking of the LR are necessary for employees to participate fully in the event; and				
d) Employees are not able to take the LR elsewhere without missing formal discussions, lectures, speeches, etc. concerning the purpose				
<b>NOTE:</b> Federal Advisory Committee (FAC) Members are considered advisors to the NIH and as such, LR may be authorized for all attendees at periodic FAC meetings. (May 16, 2003 OGC opinion and OFM decision)				

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